



# ENVIRONMENTALLY FRIENDLY TELEWORK TIPS

1.

Turn off lights and electronics to conserve energy

Recycle office paper, plastic bottles, old batteries, etc.

2.

3.

Unplug electronics from outlets when not in use

Go paperless by utilizing computer apps to review and edit documents

4.

5.

Use eco-friendly cleaning products or make your own using lemon peels

Decorate your office space with clean air promoting items: plants, beeswax candles, salt lamps

6.

7.

Open your windows to reduce indoor pollutants

Replace incandescent or fluorescent lightbulbs with long-lasting LED bulbs

8.

9.

If your work requires using a printer, use recycled paper

Grab an eco-friendly snack like veggies, fruit, nuts

10.



# COLLABORATION & COMMUNICATION TELEWORK TIPS

1.

Communicate often and efficiently via email, phone, or virtual meeting

Respond to emails, texts, voicemails, and meeting requests in a timely manner

2.

3.

Create sharable documents so coworkers can collaborate more effectively

Utilize video conferencing for team check-ins at least once a week

4.

5.

Check your accomplishments at the end of the day and report progress to your supervisor

Consider short team “hangouts” to boost morale and camaraderie

6.

7.

Express yourself through facial expressions, gestures, body language, and tone of voice

Maintain eye contact during virtual meetings

8.

9.

Create and share meeting agendas to keep virtual meetings on track

Sit facing a light source, like a window, during virtual meetings so that others can see you clearly

10.



# ERGONOMICS TELEWORK TIPS

1.

Your desk should be slightly below elbow height for better posture

Use an adjustable chair with lumbar support

2.

3.

Keep wrists straight when using your mouse and keyboard

Adjust laptop or monitor to sit slightly below eye level to avoid neck strain

4.

5.

Apply the 20/20/20 rule to help decrease eye fatigue: Look away from your monitor at least 20 feet, for 20 seconds, every 20 minutes.

Use phone speaker or headset if you frequently talk to coworkers on the phone

6.

7.

When using your cellphone, type with one finger instead of your thumbs to avoid soft tissue injury

Keep cords under control and free of clutter

8.

9.

Designate a space for your home office

Hips and knees should be at 90 degree angles when sitting at your desk

10.



# BOOSTING PRODUCTIVITY & WELLNESS TELEWORK TIPS

1.

Exercise to get endorphins pumping and release stress: walk, lift weights, practice yoga

Stretch it out to reduce tension in neck and back

2.

3.

Read a couple chapters of a book to relax and clear the mind

Get some fresh air and soak up some vitamin D

4.

5.

Grab a brain boosting snack to fuel your body and mind: berries, nuts, dark chocolate

Stay positive

6.

7.

Make a nutrient-rich lunch to boost brain power all afternoon

Spend some quality time with kids or pets

8.

9.

Start a craft or work on a puzzle

Try transformation thinking to increase whole-body awareness and refine your mind

10.